Welcome to the PCO/Buyer Seminar

21, 22 and 25 Jun 2001

PKO Conference Room

USI/ORI

- Purpose of Unit Self-Inspection (USI) (May 2001): To perform an in-depth self-inspection of contract files in preparation for the Operational Readiness Inspection (ORI)
- ORI:
  - October 2001
  - Conducted by HQ-AFMC/IG Auditors
- How can I prepare?
  - Attention to Detail (File Documentation, 3019 checklist)
  - Knowledge of Regulations

Bookmark this Site! http://farsite.hill.af.mil

- Federal Acquisition Regulation (FAR)
  - Department of Defense FAR Sup (DFARS)
  - Air Force FAR Sup (AFFARS)
  - AFMC FAR Sup (AFMCFARS)
- FARSearch
  - Type in a Word or Phrase
  - Will show all occurrences in FAR & Sups

PKPB TOOLS http://pkec.robins.af.mil/pr/pkpb.htm

- WR-ALC Contracting Handbook
  - Local Processes for Implementing FAR Requirements
  - “Always” Check the Handbook When Researching FAR/SUPS
- Link to FARSite
- PKPB Points of Contact
  - FAR Parts
  - Topics: How May I Direct Your Call?
- And More Topics, Templates, Links……

General Policy & Review Branch (PKPB)

Chief: Kim McDonald, DSN 468-1922

Reference Library	Special Interest Topics	Sample Documents	Other Websites
FARSITE	Review & Approval Levels	Request for Final Proposal Revision	SAF Contracting
WR-ALC Contracting Handbook	Advisory & Assistance Services Contracts	Protest Receipt/Status Notification	AFMC Contract Policy
FAR & Special Topics Local Points of Contact	UCA Information	ADR Status/Notification	WR-ALC AST Office
ACPS Quality Review Comments	WR-ALC Active FFP BOA List	DD 1155 Face Page (Word version)	Directory of Useful Sites
Defense Acquisition Desk book	IMPAC Program	Export-Controlled Data Source List	Air Force Labor Advisors Office

USI FINDING: Certifications and Representations Missing

- Reference:
  - FAR 15.204-5(a)
  - FAR 12.301(b)(2) (If Commercial)
  - WR-ALC Contracting Handbook (15.204-5(a))
- Corrective Action: If your solicitation contains Certs and Reps, ensure the contractor completes them and then place them in the official contract file.